

# RE: Instructor change CYCA 2240 (Williams Lake)

OPEN

Service Request ID: 2272950 [🔗](#)

## Details

### Acct/Dept

Faculty of Education & Social Work

### Type

[TK]Teaching and Learning / Moodle

### Service

Teaching, Learning, & Classroom Support / Moodle Support



Impact	Urgency	Priority	Source
Affects User	Low	Low	Email

Created	Last Modified	Age
Mon 2/3/25 11:27 AM by Moodle Support	Tue 2/4/25 9:36 AM by Amy Carson	247 days old

Reviewer	Responsibility	Responded
Unassigned	OL-MoodleSupport / Bradley Forsyth	Mon 2/3/25 2:48 PM by Bradley Forsyth

### Date(s)

Mon 2/3/25 – Mon 2/10/25 (Overdue)

## Description

Hi Jay:

Do we need Tanya Pawliuk connected for now and tonight's course CYCA 2240 – CRN 21993 before the sessional contract has been confirmed?

(to Moodle-support – Tanya had planned to visit WL and the class for tonight but had to cancel due to weather).

Thanks

Sofi

**From:** Jay Goddard <jgoddard@tru.ca>

**Sent:** Monday, February 3, 2025 10:55 AM

**To:** Sofi Almers <Salmers@tru.ca>; Samuel Corbett <scorbett@tru.ca>

**Cc:** moodlesupport <moodlesupport@tru.ca>

**Subject:** RE: Instructor change CYCA 2240 (Williams Lake)

Hi Sofi

We need to get access to the moodle for the current offering of CYCA 2240 ASP as she is starting tonight

The CRN is 21993

Cheers

Jay

**From:** Sofi Almers <Salmers@tru.ca>  
**Sent:** Monday, February 3, 2025 8:04 AM  
**To:** Jay Goddard <jgoddard@tru.ca>  
**Subject:** FW: Instructor change CYCA 2240 (Williams Lake)

Hi Jay:

Let me know what the solution is for the CYCA 2240 in Williams Lake. I have suggested to add Tanya as instructor if required and until the hiring has been sorted out.

I sure hope you are NOT in a Tesla on your way to Williams Lake in this weather – especially considering the -37 windchill in WL...

Cheers

Sofi

**From:** Sofi Almers  
**Sent:** Monday, February 3, 2025 8:00 AM  
**To:** Schedulechanges <Schedulechanges@tru.ca>  
**Cc:** Bradley Forsyth <bforseyth@tru.ca>; Tanya Pawliuk <Tpawliuk@tru.ca>  
**Subject:** RE: Instructor change CYCA 2240 (Williams Lake)

Hello Ashleigh:

I will get back to you on this asap, most likely by Wednesday.

If we need to have an "interim" instructor until the hiring has been completed, please add Tanya Pawliuk for the next couple of days.

Many thanks,

Sofi

**From:** Schedulechanges <Schedulechanges@tru.ca>  
**Sent:** Monday, February 3, 2025 7:53 AM  
**To:** Sofi Almers <Salmers@tru.ca>  
**Cc:** Bradley Forsyth <bforseyth@tru.ca>  
**Subject:** RE: Instructor change CYCA 2240 (Williams Lake)

Hello Sofi,

May I ask who will be entering grades or have responsibility for this course? Since the course has started, it should have an instructor assigned.



Kukwstsetsemc,

Ashleigh

**Ashleigh Canaday (she/her)**

Coordinator of University Scheduling Services

Enrolment Services | Thompson Rivers University

Thompson Rivers University campuses are on the traditional lands of the Tk'emlúps te Secwépemc (Kamloops campus) and the T'exelc (Williams Lake campus) within Secwépemc'ulucw, the traditional and unceded territory of the Secwépemc. The region TRU serves also extends into the territories of the St'át'imc, Nlaka'pamux, T'silhqot'in, Nuxalk, and Dakelh.

**From:** Sofi Almers <Salmers@tru.ca>

**Sent:** Friday, January 31, 2025 4:31 PM

**To:** Schedulechanges <Schedulechanges@tru.ca>

**Cc:** Bradley Forsyth <bforsyth@tru.ca>

**Subject:** Instructor change CYCA 2240 (Williams Lake)

Hello:

Could you assist with an urgent request to change instructor for a Winter 2025 course in Williams Lake:

- CYCA 2240 (CRN 21993)
- Change from Chantal Lamothe (TOO191943) to TBA.

Many thanks

Sofi

*Sofi Almers*

Academic and Administrative Coordinator

Faculty of Education and Social Work

Thompson Rivers University

[www.tru.ca/edsw](http://www.tru.ca/edsw)

Ph. 250-377-6030

Thompson Rivers University campuses are on the traditional lands of the Tk'emlúps te Secwépemc (Kamloops campus) and the T'exelc (Williams Lake campus) within Secwepemcúl'ecw, the traditional and unceded territory of the Secwépemc. The region TRU serves also extends into the territories of the St'át'imc, Nlaka'pamux, Nuxalk, T'silhqot'in, Dakelh and Syilx peoples.

**Requestor**

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**Name**

Sofi Almers

**Time Zone**

(GMT-08:00)Pacific Time(US and Canada)

**Company**

Thompson Rivers University

**Title**

Academic –Administrative Coord

**Primary Email**

Salmers@tru.ca

**Work Phone**

1-250-377-6030

**Tasks (0)**

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**Feed (8)**

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**All****Communications**

Edits



Status Changes



Comments

Search...



**BF** **Bradley Forsyth**

[Merged from ticket 2274440]

Changed Status from **New** to **Open**.

Hi Amy,

Kyleen should have access to the course in Moodle now.

Best,

**Brad**

Notified: Amy Carson <acarson@tru.ca>

Tue 2/4/2025 9:06 AM

**Amy Carson**

Thank you so much for working quickly on this.

Amy

Tue 2/4/2025 9:36 AM

**BF** **Bradley Forsyth (private)**

Merged service request 2274440 (CYCA 2240 & Adding an Instructor to the Moodle Section, originally created by Moodle Support):

Good afternoon,

We have had a recent change to an instructor for our CYCA 2240 (CRN 21993). Kyleen Toyne (T00247359) has now been added to the course and the previous instructor removed. Can you please assist Kyleen in getting added to the Moodle section?

Thank you,

*Amy Carson*

Campus Assistant

Thompson Rivers University

Williams Lake Campus

1250 Western Avenue

Williams Lake, BC V2G 1H7

250-392-8007

acarson@tru.ca

Tue 2/4/2025 9:06 AM

**BF Bradley Forsyth (private)**

[Merged from ticket 2274440]

Took primary responsibility for this service request from OL-MoodleSupport.

Tue 2/4/2025 8:39 AM

**BF Bradley Forsyth**

The old course has been hidden. Let me know if there is anything else I can help with!

Best,

Brad

Notified: Tanya Pawliuk <Tpawliuk@tru.ca>

Mon 2/3/2025 4:08 PM

**BF Bradley Forsyth**

Hi Tanya,

Here is the link to the new course shell: <https://moodle.tru.ca/course/view.php?id=61245>. It looks like you are already on top of things and enrolling students as I type this.

I could probably "break" the link between Moodle and the registration system in the old course to see if it would suspend everyone, but I would be more comfortable just hiding it from students so they can't see or access it. That would ensure that no user data gets lost in case we need refer to something that has been done in the course in the past month or so.

Best,

Brad

Notified: Jay Goddard <jgoddard@tru.ca>, Sofi Almers <Salmers@tru.ca>, Tanya Pawliuk <Tpawliuk@tru.ca>

Mon 2/3/2025 3:50 PM

**Tanya Pawliuk**

Hi Brad,

If you could hide it that would be perfect. I really appreciate how speedy you were.

As a result these students are entering class in 4 minutes enrolled in their new course shell.

Thanks!

Tanya

Mon 2/3/2025 3:58 PM

**BF** Bradley Forsyth

Hi Tanya,

I could create a blank course shell and link the enrolments to it. This would mean that the previous instructor would also have teacher access until removed in Banner by the Schedule Changes team, or you could manually enrol the 11 students if you have access to the class list. We would probably want to hide the old course so students don't get confused when they see they are enrolled in two, but that would also take away access to anything that was uploaded by the previous instructor. Let me know how you'd like to proceed.

Best,

Brad

Notified: Jay Goddard <jgoddard@tru.ca>, Sofi Almers <Salmers@tru.ca>, Tanya Pawliuk <Tpawliuk@tru.ca>

Mon 2/3/2025 3:19 PM

**Tanya Pawliuk**

Hi Brad,

Yes, let's go with the blank course shell you are suggesting and I will manually enrol the students. Great idea.

We will make an extra effort to ensure the students know which course is current. Is it possible to unenroll the students from the current course, but otherwise leave it open?

Thanks,

Tanya

Mon 2/3/2025 3:24 PM

**BF** Bradley Forsyth

Changed Status from **New** to **Open**.

Hi Sofi and Jay,

Just wanted to confirm if there is anything we can do to help on the Moodle Support end. I see that Chantal is still enrolled as the teacher in Moodle, which means that Schedule Changes hasn't updated Banner yet.

A couple options. I could manually add Tanya to the course if that is still the plan. Alternatively, if the sessional contract doesn't have their TRU credentials yet, I could create a temporary Moodle profile for them to grant them access to the course. I would need their full name and personal email address to do so.

My only concern with either of these options is that Chantal already has content loaded into the course, so I'm hesitant to grant someone else access to that. Would it be possible to loop Chantal into the conversation to offer to save a backup of all the content and then erase it before adding someone else, or confirm that she is comfortable with someone else seeing and potentially using the content?

Best,

Brad

Notified: Jay Goddard <jgoddard@tru.ca>, Sofi Almers <Salmers@tru.ca>

Mon 2/3/2025 2:48 PM

**Tanya Pawliuk**

Posted By: Tanya Pawliuk <Tpawliuk@tru.ca>

This message was proxied because the token was intended for <Salmers@tru.ca> but the reply was from <Tpawliuk@tru.ca>. Further replies to this comment may no longer notify <Tpawliuk@tru.ca>.

Hi Everyone,

Perhaps it would be easiest to start a new CYCA 2240 WL and enrol me as the faculty member. Once in I will enrol our colleague. 😊

T

Mon 2/3/2025 2:57 PM

**BF Bradley Forsyth (private)**

Took primary responsibility for this service request from OL-MoodleSupport.

Mon 2/3/2025 2:41 PM